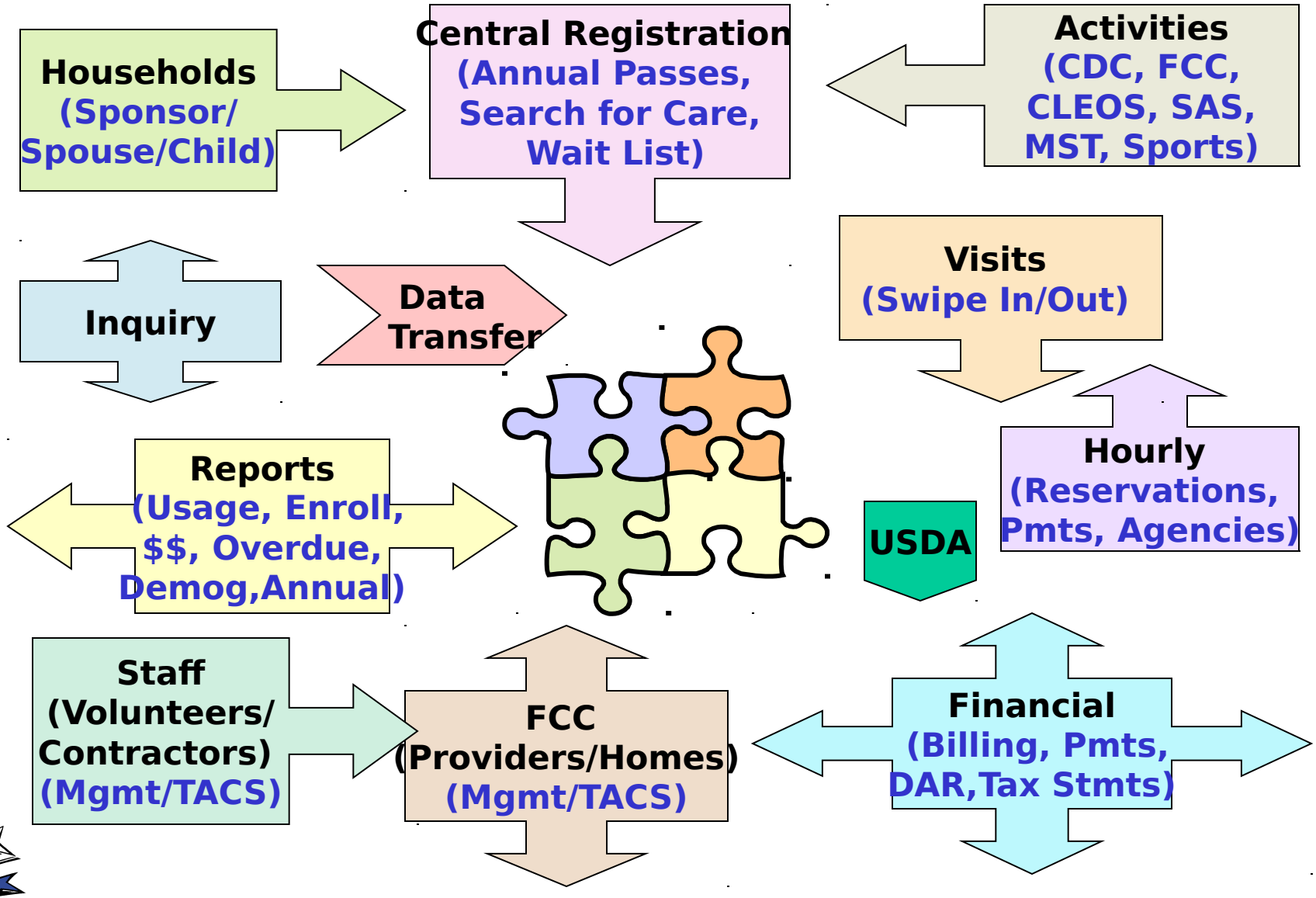
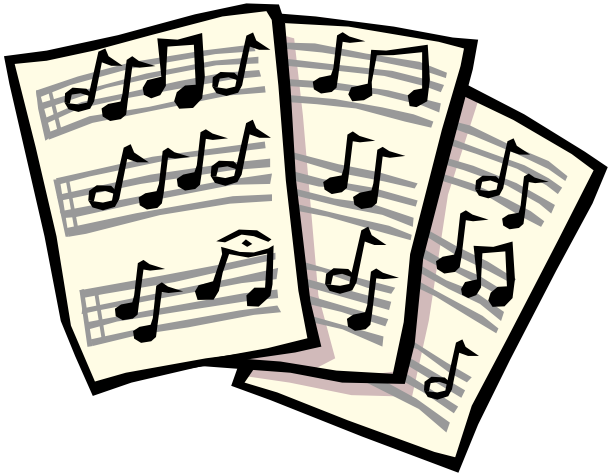
CYMS COMPONENTS / LANGUAGE



CYMS PURPOSE / GOALS

- Army Standard
  - Mandatory Use
  - CDR's Gumball Element
  - Annual Report Source
- Standardize
  - Policy
  - Procedures
  - Parent Expectations
- Streamline
  - Daily Processes
  - Reporting
  - Transitions
    (families, staff, providers)
- Improve Internal Controls



CYMS NAVIGATION

MWR
Serving America's Army

Function Buttons

Drop Down Menus

Hot Buttons

Profile Print

Range vs Browser

Preview vs Print

Journal vs Process

Reassign vs Transfer

F1 (Help)

F12 (Inquiry)

F9 (Pick List)

F8 (Clear Date)

ESC (Back One Screen)

TAB (Move Between Fields)

Payment (Finishes a Process)

Login, Password, Drawer #

CTL C (Copy)
CTL V (Paste)

Print Screen (Paste into Word/Notepad)

Five,Two (Staff/FCC Names)

Update, Add, Delete (Buttons)

Space Bar (Refresh Lists)

Right Click (In Green Fields)

Browser (Sort By Column)

Multi-Select (Use Gray Boxes)

Browser (Sort By Letter)

Radio Buttons (Fwd & Reverse)

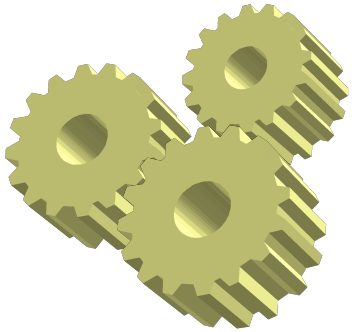
Browser (Sort Partial Name)

Double Click (= Update/Select)

U.S. Army
Child & Youth Services

CYMS OVERVIEW TOPICS (1)

- **Setting Up the Database (Maintenance)**
  - –What's Behind the Scenes . . .
    - Pick Lists
    - Rate & Fee Setups
    - Facility Setup
    - Activity Setup
    - Users & Rights

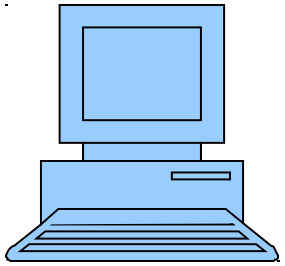


- **Household / Pass / Class**
  - –Registering a Family
  - –Maintaining Family Data

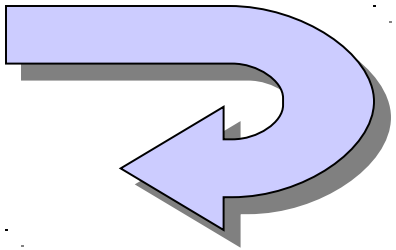
CYMS OVERVIEW TOPICS (2)

- **Swipe In / Out (Visits)**
  - Regular Full/Part Day Care
  - Hourly Care
  - MST / Open Recreation

- **Installment Billing (Monthly Charges)**



- **Payments (Transactions)**
- **End of Day Paperwork (DAR)**
  - Cash Journal
  - G/L Distribution Rpt
  - Military DAR
  - Trial Balance (End of Month)



CYMS OVERVIEW TOPICS (3)

- **Central Registration**
  - Registration
    - Patron Self-Registration
    - Desk side Interviews
    - Registration Paperwork
  - Search for Care
    - CDC/SAS and FCC
  - Wait List
    - Policy (IAW DODI)
      - Excess Demand, Preference for Care, Projected Care
    - Procedure
      - Fill Vacancies from Preference, Backfill from Excess
      - Priority Only On Excess
      - Preference Sequence = Date of “Yes/No” to Viable Option

CYMS OVERVIEW TOPICS (4)

- **Family Child Care**
  - Certification
  - Training
  - Health
  - Recognition
  - Background Checks
  - Inspections
  - Visit Log . . . etc

- **Staff / Volunteers / Contractors**
  - Admin Actions
  - Health
  - Background Checks
  - Training
  - Recognition
  - Visit Log . . . etc

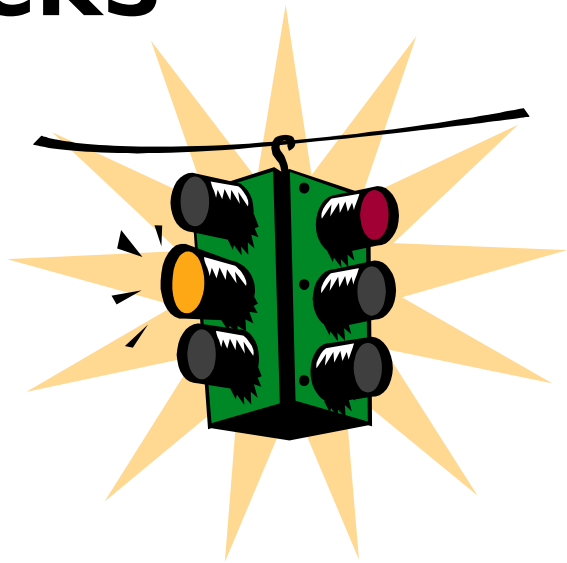
CYMS OVERVIEW TOPICS (5)

- **Reports**
  - Management Oversight
  - Demographics (+ Annual)
  - Enrollment/Usage
  - Financial

- **Inquiries**
  - Look (but not touch)

- **Management Oversight / Responsibilities**

CYMS ROADBLOCKS



Hardware

IM / DOIM Support

Connect-ivity

Physical Setup

No Attention To Detail

"Perfect" Syndrome

Moving Too Fast

Moving Too Slow

Skill Levels

CYS Program Changes

Policy Conflicts

Finance Issues

Inspectors

CYMS Program Changes

The Old Way !!

Staffing

Monitoring

Cross Training

Mgmt Oversight

Backup